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## Consultancy to Engage Program Expert for the review and revision of PIND's Analysis & Advocacy Program M&E Handbook

A Request for a Technical and Cost Proposal

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## 1 Project Background

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Foundation for Partnership Initiatives in the Niger Delta (PIND) requires the service of one (1) sector expert for the Analysis and Advocacy program. This individual consultant will complete all tasks stated in this ToR, with the development of PIND's Monitoring and Evaluation (M&E) Handbook for the program areas as the final output.

## 2 About PIND

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PIND is a Nigerian non-profit Foundation established in 2010 with funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta in order to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has four distinct but interrelated program areas. They are:

- An economic development program focused on generating opportunities for pro-poor market development and employment generation.
- A capacity building program that will build the service delivery and engagement capacity of government, civil society and communities.
- A peace-building program that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An analysis & advocacy program that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

## 3 Project Objectives

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The overall objective of this assignment is to review and operationalize the use of the Analysis and Advocacy program M&E Handbook, which is expected to lean towards an evidence-based results measurement approach across all projects.

Additionally, this handbook when completed will be one of the key documents that will be reviewed by the Donor Committee on Enterprise Development (DCED) mock audit team in the last quarter of 2017. Hence, the handbook should reflect current trends and expectations for PIND's Programs and Partners in line with global standards in each of the program areas.

## 4 Required Approach

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The selected consultant will be required to work closely with the members of the Planning, Monitoring and Evaluation (PME) team and Program managers.

## 5 Scope of work

Selected consultants will be required to complete tasks in ‘Activities’ table below. These activities and tasks are linked to specific deliverables. See ‘Deliverables’ table for this.

### Activities

Tasks No	Role responsible	Description of task	Start Date	Associated Deliverables (Codes)
T1.	Consultant	Project planning meeting with PME and Program Managers: Clarification on assignment- expectations, among others;	TBD	D1
T2.	Consultant	Desk Review of existing M&E Handbook, Reporting tools, Strategic and Operating plans	TBD	D2
T3.	Consultant	Conduct work sessions with teams to develop required tools stated in Section 6 of this ToR under the title ‘Suggested Table of Contents’	TBD	D3
T4.	Consultant	Submit draft version of tools developed	TBD	D4
T5.	Consultant	Revise and update the M&E Handbook to respond to identified gaps in the current draft	TBD	D5
T6		Make presentation of Handbook to PIND team		D6
T7	Consultant	Submit Revised Manual/Handbook and final report	TBD	D7

### Deliverables

S/N	Deliverables: Means of Verification (MoV)	Due dates
D	Five-page project plan and brief on approach	20 September
D	Five-page document on reviewed documents- to include Areas of improvements, recommendations on way forward	27 September
D	Convene 2days work session; Submit a two-page post work session report	2 October
D	Submit drafts of tools highlighted in Section 6 of this ToR under the title ‘Suggested Table of Contents’	9 October
D	Submit the revised and updated draft M&E Handbook of at least 30 pages (excluding Annexes) to M&E team and A&A Program Managers	16 October
D	Presentation to PIND Management and team	18 October
D	Submit final version of Revised M&E Handbook	October



## 6 Specifics on the proposed Handbook

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Consultants will be expected to review a number of existing documents. These documents will be provided by PIND. These, among others are:

- Strategic framework
- Program Area Logic
- Results chain
- Intervention Concept notes
- Impact Assessment report
- M&E reports

Upon the completion of the work sessions, consultants are expected to develop the Handbook using the suggested Table of Content:

### **Suggested Table of Contents**

1. Handbook Purpose
2. Strategic Framework
  - i. Program Logic
  - ii. Sector Logic (Market Development Program *only*)
  - iii. Results Chain
  - iv. Intervention Concept Note
3. Beneficiary Mapping Strategy and Monitoring Framework
4. Defining Indicators of Change
5. Measurement Approach
6. Estimating Attributable Change of Partner Projects
7. Baselines, Data sources and Collection Methods
  - i. Baselines
  - ii. Primary Data Sources
  - iii. Survey Guidance
  - iv. Measurement Frequencies
8. Annexes



## 7 Guideline on how to apply

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### **Qualifications:**

This Terms of Reference (TOR) should be delivered by a consultant with Advocacy for development and Monitoring & Evaluation of projects/programs experience listed on this ToR.

### **How to apply:**

Apply by submitting the following documents: a comprehensive CV, and a sample document showing evidence of completion of a similar work. **Please note:** Failure to strictly comply with this requirement will result in automatic disqualification.

### **The other document to submit along with those above include the following mandatory information:**

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or Resume in case of a consultant
3. Completed PIND bio data form in case of consultants
4. Most Recent Tax Clearance Certificate
5. Tax Identification Number
6. Full physical contact address
7. Bank Reference Letter
8. Bank details as follows:
  - I. Name of Account
  - II. Account Number
  - III. Name of Bank
  - IV. Address of Bank

### **Scoring matrix**

Below scoring matrix will be used:

Scoring criteria	Marks
Sample work evidencing delivery of similar work	40%
Comprehensive CV highlighting completion of similar work and experience in M&E activities	30%
Cost (Value for Money)	30%
	<b>100%</b>

### **Deadline for submission:**



Submission deadline is by Close of Business 5pm (Nigerian time) on August 30, 2017. Kindly submit application to [procurement@pindfoundation.org](mailto:procurement@pindfoundation.org).

#### 8 Others (Duration, cost)

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The duration of this assignment is for 4 weeks (one calendar month), **starting Monday 18 September, 2017** upon contract signing, and **closing before 30 October, 2017**.

Cost for the assignment will be negotiated with consultants.